

**WINDLESHAM HOUSE SCHOOL
PROCEDURE: STAFF BEHAVIOUR & CODE OF CONDUCT**

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Updated: September 2021

Procedure: 01-05a

Responsible Member of Staff: Headmaster, Ben Evans

This procedure also applies to our Early Years Foundation Stage and after school care.

This document should be read in conjunction with the School's separate policies and procedures which address in far greater detail, relevant Staff behaviour matters which all Staff need to know and understand. Such documents are maintained on K:Drive/Staff/Bursary/2022-2022 Policies. A hard copy is kept in the staff resources room.

1) Staff Behaviour and Code of Conduct

a) Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse:

- i)** All Staff need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person;
- ii)** Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot;
- iii)** Where possible, a gap or barrier should be maintained between teacher and child at all times;
- iv)** Any physical contact should be the minimum required for care, instruction or restraint;
- v)** Pre-Prep Procedure - When changing young children in the Pre-Prep toilets or elsewhere, it is important to ensure another member of staff is aware this is happening and, if at all possible to have two people present;

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b) Communication with Pupils including the use of social media:

- i)** Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email;
- ii)** If they need to speak to a pupil by telephone, Staff should use one of the School's telephones and email using the School system;
- iii)** The Group Leader on all trips and visits involving an overnight stay should take a School mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups;
- iv)** The School mobile should be used for any contact with pupils that may be necessary;
- v)** The Group Leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any Staff numbers that they may have acquired during the trip;
- vi)** Staff should be aware that they must not use social media to communicate with pupils;
- vii)** Staff must never use bad language at school or whenever children are present or able to hear a conversation;
- viii)** Staff must never humiliate any child in any circumstances;
- ix)** Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

c) Areas of the School to Avoid:

Unless on duty and required to supervise children, e.g. children changing (when the adult should be of the same sex as those changing), adults should avoid going to areas of the school where children may be undressing and feel vulnerable. This includes dormitories, showers, changing rooms and lavatory areas. Exceptions to this are:

- i)** PE staff and matrons supervising changing rooms and showers;
- ii)** Houseparents and teachers detailed to supervise dormitories;
- iii)** Duty staff on patrol;
- iv)** In particular, male staff should not go into the Girls' Wing dormitories or changing room area. Male Houseparents may go into Girls' dormitories on occasions, if accompanied by a female member of staff. In such circumstances, the

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accompanying female staff member should enter the dormitory first to alert occupants.

d) Physical contact with pupils:

- i) There are occasions when it is entirely appropriate and proper for Staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role;
- ii) Staff should, therefore, use their professional judgement at all times;
- iii) Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers;
- iv) Staff should not make any arrangements to meet with any child outside school, unless this is in relation to an official school programme or activity;
- v) Whilst it is common practice for parents or children's guardians to give occasional presents of low value to staff (e.g. gifts at Christmas, end-of-terms etc.), Staff should never accept any gifts directly from any child.

e) A member of Staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection:

- i) Physical contact should never be secretive, or at the gratification of the adult, or represent a misuse of authority;
- ii) If a member of Staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

f) Physical Restraint:

- i) Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed;
- ii) Another member of Staff should, if possible, be present to act as a witness;
- iii) All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Head who will decide what to do next;
- iv) Where this relates to the School's EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable;

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g) Physical education and other activities requiring physical contact:

- i) Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided;
- ii) It is acknowledged that some Staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise;
- iii) This should be done with the pupil's agreement;
- iv) Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment;
- v) Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

h) Electronic communication with pupils:

- i) Please see the Online Safety Policy and Data Protection Policy for Staff's obligations in relation to electronic communications with pupils;
- ii) Staff will undertake regular training on the internet and safety online, details of which are set out in the Online Safety Policy and Data Protection Policy.

i) Transporting pupils:

- i) Staff should not take a pupil on his/her own in a car without prior permission from the Headmaster.
- ii) Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort;
- iii) If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a senior member of Staff.

j) Confidentiality:

- i) Staff should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious;

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- ii) Staff should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know;
- iii) Staff will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made;
- iv) Staff should not share confidential information about children or their families with others who have no need to know.

k) Action if a Pupil is Missing:

Please refer also to the School's guidance on Missing Child Policy and Procedures when a child is not collected on time, which also include the requirements for a day pupil, EYFS or boarder missing child in its content.

- i) During the working day:
 - (1) First check with the pupil's friends;
 - (2) Check the Medical Centre;
 - (3) Check with the Front Office Reception (during office hours) or the Medical Centre (weekends & out of normal office hours) who will check the iSAMS records and if necessary inform the senior member of Staff on duty who will then follow up this information.
- ii) If a pupil is missing at bedtime or in the early hours:
 - (1) First check with the pupil's friends;
 - (2) Do a thorough search of the boarding area and ring the Medical Centre;
 - (3) Consult the senior member of boarding Staff on duty in School (see duty rota);
 - (4) Check exeat/holiday forms or any other information before contacting the senior member of Staff on duty who will then deal with the matter if there is not a suitable explanation;

A record is kept by the school of any instances in which a pupil is missing from School without satisfactory permission and documentation, including the action taken and the pupil's explanation.

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2) Equal Treatment:

- a) We are committed to equal treatment for all pupils regardless of gender, disability, gender reassignment, race, religion or belief (or lack of religion or belief) or special educational needs ('SEND')
- b) We keep a record of any discriminatory incidents;
- c) We aim to create a friendly, caring and perceptive environment in which every individual is valued;
- d) We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil;
- e) Our Staff undertake regular consultation activities with our pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times.

3) Bullying:

- a) Bullying, harassment and victimisation and discrimination will not be tolerated;
- b) We treat all our pupils, Staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the Staff and the School;
- c) Any kind of bullying including cyber bullying is unacceptable and the School keeps a record of any incidents;
- d) Please see our School policy on anti-bullying for further details.

4) Complaints:

- a) Copies of the School's Complaints procedure can be found on our website or can be sent to any parent on request;
- b) Any complaint arising from the implementation of this policy will be considered under the School's Complaints procedure.

5) Whistleblowing:

- a) The School wishes to foster a culture of openness and safety and the School's Whistleblowing Procedure reflects this;
- b) Should any member of Staff have any concerns about the behaviour of another member of Staff towards a pupil, he or she should report it at once to the Head (or to the Chairman of Governors where the concern relates to the Head or a Governor);

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- c) Any concern will be thoroughly investigated under the School's whistle-blowing procedures;
- d) Such reporting will be totally without prejudice to the member of Staff's position in the School;
- e) Where there are allegations of criminal activity, the LADO (or Police) will always be informed, and advice taken, before the School undertakes any investigation of its own;
- f) Wherever possible, and subject to the rights of the pupil, the member of Staff will be informed of the outcome of the investigation;
- g) No one who reports a genuine concern in good faith needs to fear retribution;
- h) Under the Public Interest Disclosure Act 1998, the member of Staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

6) Boarding

- All boarding staff undergo safeguarding and child protection training as well as a briefing from the Head of Boarding about appropriate behaviour.
- The Head of Boys and Girls boarding are both trained as Deputy Designated Safeguarding Leads
- Pupils are not permitted to enter staff accommodation alone unless supervised by a member of boarding staff and with other children.
- If there is an occasion where staff need to speak with a child one-to-one, they will find an appropriate space and the door must be kept open.
- Boarders are not permitted to access dorms between the hours of 9.00am and 6.30pm unless collecting personal belongings that are required for that day. This is to ensure that pupils are supervised/have access to staff at all times.

For further information and guidance on Boarding accommodation at the School, please refer to the Welfare and Boarding Policy and Boarding Handbook.

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APPENDIX 1

DAILY CONDUCT REQUIREMENTS FOR STAFF

1) Attendance and Timekeeping:

- a) Should a Staff member need to be absent or expect to be late for any reason, he/she should ask their Head of Department in advance when possible;
- b) If this is not possible, he/she is expected to contact their respective Head of Department at the earliest opportunity.

2) Eating and Drinking:

Staff are provided with free teas and coffees during the day; these should be consumed in the Staff rest areas or Dining Room and not carried around the School or premises;

- a) During times when the School is in session, Teaching Staff should not eat in their Classrooms.
- b) Hot drinks can only be moved around school if they are in a container with a secure lid
- c) The provision of meals in the Dining Room is primarily for our pupils and they must always take priority;
- d) When on duty, all Staff are entitled to eat in the Dining Room during term time;
- e) With prior approval and agreement by the Head Chef, Staff may occasionally bring their immediate family (spouse, children) to eat in the Dining Room. This should not be a regular occurrence and limited to say weekend days when the respective member of Staff is on weekend duties;
- f) As a general rule, Staff should eat in the Dining Room and not take meals or food out of the Dining Room and certainly should never take food home or off-site, even if they are resident members of Staff;
- g) Staff may join in Match Teas or other occasions when visitors are being provided refreshments, but are reminded that the provision of Match Teas and other refreshments are primarily for parents and visitors to the School and such persons must always take priority.

3) Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.

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4) Alcohol and Illegal Drugs:

- a) Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a School function or otherwise agreed when modest amounts of alcohol may be consumed;
- b) Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties;
- c) Staff that reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

5) Security:

- a) Staff should challenge anyone on site who they do not recognise as a member of staff/ is not wearing a lanyard; every effort is made at Staff Meetings to introduce and identify, new members of Staff to existing Staff;
- b) Staff must not disclose the access codes to any persons not entitled to have such information;
- c) Staff must not remove any School documents from the site nor take any photographs without due permission (See Online safety Policy and Data Protection Policy);
- d) The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of Staff members whilst on site; the Staff member may have a colleague in attendance on such (rare) occasions.

6) Personal Appearance:

- a) The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation;
- b) Therefore, whilst not wishing to impose unreasonable obligations on Staff they are, nonetheless, required to look smart in appearance.

7) Mobility and Flexibility

Due to the demands and nature of the School, Staff should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the Staff member is adequately trained.

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8) Use of Mobile Phones and Cameras:

- a)** Photographs will only be taken of children with their parents' permission (provided in writing via consent form);
- b)** Photographs will only be taken by a designated Staff member/s on School equipment;
- c)** Where photographs are taken by Staff to give evidence of children's progress, photos can only be taken on School cameras, in accordance with our Data Protection Policy and Online Safety Policy;
- d)** They must then be downloaded onto School computers, where they will be monitored. Photos cannot be used or passed on outside the School;
- e)** Neither Staff nor children may use their own mobile phones to take photographs within our School.